



DEEPING ST NICHOLAS PRIMARY SCHOOL

# PRIVACY NOTICE

MAY 2018

## How we use your Personal Information

### About Us

Deeping St Nicholas Primary School is known as the "Controller" of the personal data that we collect about you.

### Why do we collect your personal information?

We process and hold your information in order to provide your children with an education. This notice will explain how we use and share your information. We collect information from you and may receive information about your child from his/her previous school. We hold this personal data and use it to:

Support your child's teaching and learning;  
Monitor and report on your child's progress;  
Provide appropriate pastoral care for your child, and  
Assess how well our school is doing for your child and all children.

Information will be shared with the Local Authority in order to arrange funding for the placements of Pupils/Children.

### What personal data do we collect?

We will collect personal data about you in order to help us meet your child's educational needs and keep them safe. The personal data we collect may include:

- Name, address and other contact details
- family details
- visual images, personal appearance and behaviour
- pupil attendance records
- pupil educational records

We also process special categories of personal data that may include:

- allergies
- physical or mental health needs
- racial or ethnic origin
- religious or other beliefs of a similar nature

## **How do we collect your personal data?**

Information may be collected in many different ways but predominantly as set out below:

### **Face to Face**

If you visit our school we may collect your personal data by asking you to complete a set of new starter forms.

### **Telephone calls**

Ordinarily we will inform you if we record or monitor any telephone calls you make to us. Recordings may be used as evidence of the call and for our staff training and quality purposes.

### **Emails**

If you email us we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum. We recommend that where available you use our secure online services.

## **Who do we get your personal information from?**

We collect the information directly from you when we ask you to complete our school starter forms.

We may also receive educational information about your child from a previous school.

## **Who do we share your information with?**

We will only share your information where it is necessary to do so. **We will not share your information without your consent unless the law requires or allows the school to do so.**

Where necessary we may share your information with the following categories of recipients:

Children's Services

The Local Authority

The Department of Education

Professional advisors and consultants

The Police

Disclosure and Barring Service

Courts and Tribunals

## **How long do we keep your information for?**

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy or the specific requirements of the organisation who has shared data with us.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

## **How do we keep your data safe?**

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure.

Your personal data is not processed outside of the EU by Deeping St Nicholas Primary School or Lincolnshire County Council.

## **Your Rights**

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy.

Where we are relying on your consent to process your personal data you are entitled to withdraw your consent at any time.

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

## **Further Information**

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

The Data Protection Officer at Deeping St Nicholas Primary School

Alternatively, you can contact the school by writing to:

Deeping St Nicholas Primary School, Main Road, Deeping St Nicholas, Spalding,  
Lincolnshire PE11 3DG  
Or

Telephone: 01775 630280

Email: [enquiries@deeping-st-nicholas.lincs.sch.uk](mailto:enquiries@deeping-st-nicholas.lincs.sch.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)